

MONTHLY REVIEW CHECKLIST

Award/Project # _____ FSR/INVOICE

- A21 COST REVIEW OR OTHER ALLOWABILITY COST
- CONTACT SUBCONTRACTOR FOR LATE INVOICING/VERIFY RECEIPT
- REVIEW COST SHARE REQUIREMENTS/DOCUMENTATION
- PI EFFORT (25%, 2/9, MIN/MAX ECR AND SALARY)
- REVIEW REBUDETING (LINE ITEM, 25% ETC.)
- REVIEW PROGRAM INCOME REQUIREMENTS/DOCUMENTATION
- REVIEW CARRYOVER RESTRICTIONS
- ANALYZE CHARGES PAST END DATE (INCLUDE/EXCLUDE, SUBS, CREDITS)
- ANALYZE/TRANSFER UNALLOWABLE/DEFICIT
- INCLUDE ADDITIONAL/TRANSFER DIRECT EXPENSES
- RECALCULATE/ CHECK FAC
- ADDL REPORTS (INVENTORY, PROGRESS , ETC)
- RETURN FUNDS AS REQUIRED/ TRANSFER RESIDUAL FUNDS – FIXED FEE
- DEPT/AP CLEAR ENCUMBRANCES